

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
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**SCHOOL FINANCE MEMORANDUM 03-048**

**TO:** Charter School Administrators, Directors, Principals

**FROM:** Maggie Singler

**DATE:** June 13, 2003

**SUBJECT:** June 15, 2003 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The June 15, 2003 apportionment reports for your charter school are available on your charter school's home page on the ADE web site <http://www.ade.az.gov/districts>. For reference throughout the current and future fiscal years, it is recommended that the posted "current month CHAR55-1 & 64-1" be saved each month to a local computer/server. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC). RTC phone numbers are available at the <http://www.ade.az.gov/rtc>.

All eligible charter schools have been paid based on 100<sup>th</sup> day Average Daily Membership (ADM) as calculated on the ADMS46-1 Report. In the event you did not receive a June 15, 2003 payment, it may be due to missing or late submitted ADM, or having received overpayments in prior months. Direct questions regarding ADM used for June 15, 2003 payment calculation to Steve Murosky at (602) 542-8239 or by email [smurosk@ade.az.gov](mailto:smurosk@ade.az.gov).

Please review the ADMS46-1; SPED28 and other related Student Detail reports to determine if all submitted data files processed successfully. An online ADM Troubleshooting Guide is available at [http://www.ade.az.gov/misbulletinboard/ADMSHelpGuide/ADMS\\_Reports.htm](http://www.ade.az.gov/misbulletinboard/ADMSHelpGuide/ADMS_Reports.htm). If you need additional assistance regarding Student Detail file submissions/processing, please contact a RTC (<http://www.ade.az.gov/rtc/>). The RTC will direct you to contact additional resources if they are not able to assist you.

If you have any concerns regarding your equalization calculation or payments please contact me at (602) 542-8244 or email [msingle@ade.az.gov](mailto:msingle@ade.az.gov).

May 15, 2003